Maintain the Local Uncollectible List Information - IRMS

Process

[UNCOLLECTIBLE BILL PROCESS IN THE LOCALITY](#)

Effective Date

01/01/2008

Purpose

This task is performed to view and update the Local Uncollectible List in IRMS **before** it is submitted to TAX. The Locality Representative in the Treasurer's Office performs this task to ensure that all customers with uncollected tax dues are on the Local Uncollectible List prior to submitting the information to TAX or to adjust customer data when payments are collected before the list is submitted to TAX.

Procedure

Responsibility
Treasurer's Office Locality Representative

Steps
1. Access IRMS and select "Tax Information: Local Uncollectible" from the main menu.
   NOTE: The Local Uncollectible Entry window opens.
2. Select "Local Uncollectible: Existing Information".
   NOTE: The system displays the customer list.
3. Review the information and confirm all Uncollectibles are on the list.
   A. If additional customers need to be entered on the Local Uncollectible List, select "Add" and perform the Enter Local Uncollectible List Information task.
      Please refer to TASK: [Enter the Local Uncollectible List Information](#)
   B. If an existing entry needs to be updated,
      1. Highlight the entry to be updated.
      2. Select **Update**.
      3. Enter the updated information.
      4. Select "Save" to save the updated information.
   C. If an existing customer entry needs to be deleted,
      1. Highlight the customer entry to be deleted.
      2. Select **Delete**.
4. Save the changes to the list.
5. Exit IRMS.

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